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UNITED STATES GOVERNMENT

Memorandum

TO : SAC J. GORDON SHANKLIN (100-10461) DATE: 3/28/64

FROM : SA ROBERT P. GEMBERLING

SUBJECT: LEE HARVEY OSWALD, aka.
IS - R - CUBA

On March 25, 1964, Supervisor RICHARD D. ROGGE, during a telephone call to the Bureau, mentioned that it would not be necessary to include in reports that information which had been submitted in a letterhead memorandum unless such information was necessary for clarity and continuity of the report.

The above is being made a matter of record as it is contemplated that certain information contained in letterhead memoranda will not also be included in reports in the future.

RPG/ds
(2)

INSTRUCTIONS - REPORT WRITING

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